

READER'S GUIDE

BACKGROUND

A Capital Improvement Program (CIP) project varies between different sized governmental units and different levels of local government. A CIP project is most broadly defined as any major project requiring the expenditure of public funds that is, over and above normal operating expenditure of public funds, for the purchase, construction, enhancement or replacement of physical infrastructure/asset. This includes land that is required for a project, equipment that is to be affixed to a building and "turn-key equipment items for a new building to function appropriately such as furniture, computers and telephones, etc.

CIP projects may also vary in costs; Norfolk's cost criterion for capital projects is \$50,000 or more. Also, the project usually extends the life of the

asset by greater than a year. For funding purposes the capital expenditure may have to have a life expectancy tied to the financing source, such as bonds (Norfolk's debt amortization is 20 years) or if it is a State/Federal Grant the life expectancy may have to adhere to a legal requirement. Though Norfolk may be unique in its capital-type projects, projects are routinely defined by each municipality or governing agency.

Each capital project included in the Capital Improvement Plan is for actual appropriation in FY 04 or approved to be included in the future planned activities for FY 05 through FY 08 with no actual appropriation of funds in FY04.

GUIDING PRINCIPLES

Basic principles are used to help shape the CIP plan. These principles include, but are not limited to:

- ◆ Developing a balanced capital plan that funds projects in a variety of program areas meeting the highest priority needs.
- ◆ Ensuring that the CIP will be the platform for development in neighborhoods and business communities.
- ◆ Preserving the existing tax base.

To guide the CIP decision-making process, projects were evaluated on the degree to which they meet the following objectives:

- ◆ Meets a legal or contractual obligation or Federal or State mandate.
- ◆ Leverages outside funding through a match of Federal, State or private funding.

- ◆ Addresses health concerns, safety or emergency needs.
- ◆ Yields positive community impact through the formation of partnerships with citizens and businesses to leverage public dollars, making Norfolk the community of choice for living, working and leisure activities
- ◆ Garners broad community support.
- ◆ Meets prior commitments.
- ◆ Results in unacceptable outcomes if the project is deferred.
- ◆ Ensures that existing infrastructure and/or equipment is maintained and replaced in a timely manner

POLICY AREA DESCRIPTIONS

The format for the project description provide for the inclusion of project information that is pertinent to each capital activity, including:

EDUCATION

Capital projects in this category are to enhance the educational infrastructure of the City and respond to the environment for instructional service delivery. They are most likely to be school related activities but can be any educational capital-type project. This would include construction projects to improve, replace, and/or build new elementary, middle, and high school facilities. Related acquisition for property and designs are also included.

TRANSPORTATION

The City's objective for projects in this category is to improve the City's roadway infrastructure system and satisfy the State of Virginia mandate regarding the Urban Roadways Program. This would encompass improvements to primary and secondary vehicular passageways, bridges, and underpasses, including street lighting, signalizations, and under grounding of utilities relating to streets and highways.

ECONOMIC DEVELOPMENT

Capital projects in this category are to improve the City's infrastructure systems and perpetuate the City's economic vitality. They may also provide funds for public infrastructure improvements designed to enhance and support private sector investments in a variety of neighborhood and commercial areas of the City.

CULTURAL FACILITIES

Capital projects in this category are to improve the City's infrastructure systems and pursue the City's incentives to promote tourism and to provide opportunity for cultural enrichment.

NEIGHBORHOOD DEVELOPMENT

Capital projects in this category are to improve the City's infrastructure systems, preserve and enhance the City's taxable real estate base. These projects will also improve the City's community roadway infrastructure system and satisfy the

need within existing, planned or new neighborhoods.

PUBLIC BUILDINGS

Capital projects in this category are to improve the City's public buildings infrastructure system by providing adequate maintenance, and construction of new and updated facilities.

PARKS & RECREATION FACILITIES

Capital projects in this category are to enhance the City's recreational facilities, provide opportunity for cultural enrichment and promote tourism.

GENERAL & OTHER

Capital projects in this category are to improve the City's infrastructure system and maintain public safety through efficient infrastructure enhancement and maintenance. Usually, activities of this category are special in nature and do not fall within the defined other categories within the CIP Budget. They may include Federal and State mandated projects and general activities such as acquisition of properties or provide the local matching dollars to partner with other parties to generate project funds.

WATER UTILITIES FUND

Capital projects in this category are to improve the City's water infrastructure system and perpetuate the City's economic vitality.

WASTEWATER UTILITIES FUND

Capital projects in this category are to improve the City's wastewater infrastructure system, including the operation and maintenance of collection sewers, pump stations, and sewer force mains.

STORMWATER UTILITY FUND

Capital projects in this category are to improve the City's storm water infrastructure system, including miscellaneous drainage improvements, system repairs and rehabilitation, system cleaning and drainage studies in neighborhoods citywide.

PARKING FACILITIES FUND

Capital projects in this category are to improve the City's parking infrastructure systems, maintain public safety, promote tourism, and

perpetuate and attract new businesses, including architectural designs, construction of new and/or replacement, multi-level, parking facilities.

PROJECT INFORMATION

The following is a brief description of the information provided for each project.

PROJECT TITLE

Identifies the name of the project

DEPARTMENT

Indicated the department that will function as the Project's Manager.

CUSTOMERS SERVED

Indicate the beneficiaries to be served by the requested CIP project.

PROJECT DESCRIPTION

Provides a brief description of the requested project.

FINANCIAL SUMMARY

This section provides financial information for the project. It includes the Five-year funding plan and the projected operating budget impact. The

Anticipated budget distribution identifies the area from which funds will be spent during the current fiscal year, as well as funds previously appropriated to the project and the funds remaining to be appropriated.

PROJECT LOCATION

Identifies a map of the area in which the project is planned. In some instances, the project will take place in several locations throughout the City. The location for these projects is designated as 'Citywide'. For projects that will take place in certain locations, 'Selected Locations' is used. For projects that don't have a specific location identified, 'To Be Determined' is shown.

PRIOR YEAR PLAN FOR FY2004

Reflects the funding planned during the FY2003 budget year for the project. In the FY2003 Capital Plan this is the funding associated with FY2004.